

## SIR JOHN CASS'S FOUNDATION SCHOOL

### Notes of a meeting of the Curriculum, Pupil Achievement and Pupil Affairs Committee held on 25 January 2017 at 4:00pm

- Present:
- Mr J Fletcher (Chair) \*
  - Rev L Jørgensen \*
  - Mr T. Wilson (Head) \*
  - Mr Mathew Piper \*
  - Mr E Keene \*
  - Mr C Henry \*
  - Ms Jo Welsh \*
  - Ms H Khan \*
  - Mr Dominic Alexander
- In attendance:
- Ms A Allen – Deputy Head teacher
  - Ms R Basit (Clerk)

#### **PART A – PUBLIC BUSINESS**

##### **Apologies for Absence**

Rev L Jørgensen sent her apology in advance as she will be arriving late to the meeting.

##### **Governors' Declaration of Interest**

There was no declaration of interest.

##### **Dates of forthcoming meetings**

- a) Staffing and Finance and General Purposes – 1 March 2017
- b) School Improvement Partner in school from 1pm – 1 March  
The Head advised that Allan McLean (School Improvement Partner) will be visiting the school. The Head invited governors to consider a focus for the visit. It was suggested that a learning walk and meeting with children and parents could be arranged. It was agreed that the focus should be Maths with a focus on Pupil Premium children and Greater Depths.
- c) Governing Body meeting – 15 March 2017

Governors noted the dates of the forthcoming meeting.

##### **Minutes** (circulated)

- a) Minutes – 19 October 2016  
There were minor corrections to the minutes of the last meeting.

**Resolved** – that the minutes of the last meeting were agreed as a correct record subject to the corrections.

Matters Arising:

[Item 4. Evaluations – Quality of Provisions, page 5] The Head said that the questions had been reviewed and revised as requested by the Committee. The school was also considering focusing on specific subject areas – i.e. Maths. To understand the children's and parents views on the curriculum.

[item. 10 End of School Day, page 7] The Chair enquired about the progress regarding the change to the end of school day. The Head advised that staff were consulted and there was an overwhelming support for the change. The next step was to consult with parents. The Head said that the SLT agreed that it would be best for the change to take to effect in September 2017.

Governors enquired whether the change of school day will affect the childcare arrangements. Alex Allen said that this would not affect the childcare arrangements and it would still end at 6pm. Governors further enquired whether there would be a reduction in childcare cost. The Head said that the cost will need to be reviewed with the City, alongside the impact of the changes from Government to the childcare arrangements.

**Action: Head**

## **1. School Improvement Plan (SIP)**

The SIP and the Single Year Plan were previously circulated.

Governors enquired about the progress in Year 3. Alex Allen said that the progress in Year 3 was a cohort specific issue. There were various needs within the class and an Education Psychologist was working with a few of the children. The Head said that resources had been allocated to improve progress and attainment.

The Head said that the April data will be analysed and presented at the next meeting. The Chair said he would visit the school to look at the areas highlighted in red in the SIP and other areas of focus.

**Action: Chair**

Governors asked about the Able, Gifted and Talented (AGT) children and whether there was a cause for concern. The Head assured governors that it was not a cause for concern and said that monitoring was in place. The Head added that various enrichment activities were in place to enhance the learning of the AGT group.

In reply to a question, the Head clarified that resources were allocated to boost Year 6 attainment.

The Head explained that the Self Evaluation (SEF) included the latest school targets.

The Head confirmed that most of the cohorts were on track to meet the required progress. The Head will send data on progress to governors.



**Action: Head**

## **2. Self-Evaluation**

a. The Head presented the updated version of the SEF including the targets for the school. Governors noted that progress in Year 1 was lower than expected. Governors were informed that there was high level of SEN in the Year. The Head advised that Year 2 progress meeting was due to take place and feedback will be provided at the next meeting.

The Head advised that the SEF will be further updated for Ofsted Inspection. The Head will circulate the inspection Dashboard to governors.

**Action: Head**

## **3. Children's Centre Report**

Alex Allen (Deputy Head and Head of Children's Centre) presented the Children's Centre report to the Committee. The report included:

- Staffing update;  
Recruitment was taking place to employ staff directly rather than use agency staff. An advert was out for the Early Years Practitioner.
- Activities;  
The partnership with Anna Freud Centre was in full session. Governors noted that the Centre was working with children with learning difficulties or behaviour concerns. There were 8 children participating in the session. Alex explained that the targeted age group was 1-3 year olds. Governors were informed that the Nanny stay and play session was moving to the Sp@ce from February 2017 at the request of the City. Governors commented that the provision offered by the Children's Centre had improved over the last 5 years.
- Training and CPD  
Prevent and Safeguarding training for staff had taken place.
- Adult Education  
Family Philosophy class was cancelled due to the lack of take-up. Governors commented that this was disappointing. The Head said that once philosophy was up and running in the school, it may encourage parents to subscribe to the class. Alex said that families were encouraged to sign up to courses before the end of the half-term for a start after the break.
- Children Centre Development  
The school was taking part in the Dolly Parton Imagination Library project, where every child in the City will receive a book every month.

The Chair thanked Alex Allen for her report.

*[4:40pm Rev. Laura Jørgensen arrived at this point]*

## **4. Curriculum Report**

a. update on PSHE Curriculum and SRE Proposed changes – (circulated)

The Head said that values and ethos of the PSHE Curriculum feeds in to the overall curriculum in many ways. The subject also ties in with the recent DfE advice and guidance on safeguarding.

The Head presented the proposed changes to the SRE curriculum. Parents had been invited to a meeting where SRE was discussed. The Head said that 5 parents attended the meeting. Matt Piper was also in attendance and commented that whilst there were only 5 parents, it was a diverse group.

The Head said parents were sent information on the changes to the SRE curriculum which included changes to when the subject will be taught and the content of the subject. It was suggested that puberty and body parts would be taught in KS1. This will then be broadened in KS2.

The Head said that physical changes and healthy relationships formed part of the content.

Governors asked about the meeting with parents. Matt Piper said that parents wanted SRE to be taught with sensitivity and cultural sensitivity to be also taken in to consideration. The Head suggested that the school could prepare a book for family use. The Head said the teaching of SRE starts in school however; this should enable further discussion at home. Governors noted that teachers were sensitive to what was age appropriate. However, there may be occasions where children ask questions, these too will be handled in an age appropriate way.

Governors asked whether resources from the Family Planning Association were accessed. The Head said that the materials/activities were not great. The Head commented that videos/animation used can also be viewed as inappropriate.

The Head said the teaching and resources used should be normal part of the lessons, which would be more acceptable for parents. Governors commented that parents should trust teachers to use their professional judgement and discretion in teaching SRE. The Chair said that an agreed scheme of work and resources will also protect teachers and avoid complaints.

Governors noted that parents may withdraw from the non-science part of the lesson. Governors suggested that the school invite parents to view the content and materials. The Head will take this on board once the content was agreed.

**Action: Head**

b. Proposed Primary Scheme of work– (circulated)  
The scheme of work was received and noted by the Committee.

## **5. SEN and Safeguarding report**

a. SEN and Safeguarding Report – (circulated)

Governors noted that 49 children in the school were on the SEND register (including EHCP & Statement). Of those children:

35 = boys

14 = girls

7 = Statements or EHCPs

1 additional child was joining the school with an EHCP  
Further breakdown of the types of SEN was included in the report. The most significant areas of need were speech, language and communication needs as well as Specific Learning Difficulty. Governors requested for the breakdown to be in the four areas as outlined in the SEN Code of Practice. Alex Allen will provide this report at that next meeting.

**Action: Alex Allen**

The School was developing its provision mapping to measure the impact of support and interventions delivered.

Alex Allen reported the following in relation to safeguarding.

From September 2016 to December 2016 the total:

- Number of Child Protection Plans in Place – 0
- Number of children subject to a Child in Need Plan – 5
- Number of referrals made to external agencies – 3
- Number of concern forms completed in school – 9

Since January 2017:

- 1 family have had their Child in Need Plan ended (2 children)
- 1 new family was receiving Early Help support (2 children)
- 1 new concern form completed
- 0 referrals made to external agencies

Governors noted that the City was updating its Local Offer.

The Head said that there had been a reduction in the number of children identified with SEN and EHCP. Progress for all children needs to be tackled in different ways.

Governors noted that Andy Wright was the Safeguarding Governor. Andy Wright had visited the school and reviewed the school's Single Central Record.

## **6. Pupil Attendance**

The Head reported that pupil attendance was on track at 97%. The Head reported that more children were falling under the Persistent Absence (PA) category due to the change in the threshold. The PA for the autumn term was 10%. The Head said this will be less when the data for the whole year was analysed, as the termly data was more focused.

In reply to a question the Head said attendance now included the correct code for school visits.

Governors enquired about the attendance figures for Year 6 (Pupil Premium). The Head said the figures were affected by one child, who was now withdrawn from the school by the family to Home Educate the child. The Head said this had a sharp impact on attendance. In relation to Pupil Premium children, it was noted that the Year 6 figures was not a trend. The Head said that a lot of work had taken place to improve attendance and this was making a positive impact on attendance across the school.



## 7. Parental Survey

The outcome from the review was circulated in advance. Governors noted that 81 responses had been received. The Head said that another review will be held late in the summer term.

Hasina Khan was trying to meet with all families, alongside the Parent Partnership officer, to understand and resolve issues.

The Head clarified that there was one issue raised by a parent in relation to a swear word, which was appropriately managed. Other issues raised were in relation to the quantity of homework and pupil progress reports to parents.

## 8. Any other Business

None

*The Chair closed the meeting at 5:30pm.*

Signed  Date 07/06/17  
Chair